installation and operation manual for Hunter Ceiling Fans

For Your Records and Warranty Assistance

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: _____

Where Purchased: _____

For reference also attach your receipt or a copy of your receipt to the manual.

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Welcome

Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, for your records and warranty assistance, record information from the carton and Hunter nameplate label (located on the top of the fan motor housing).

Cautions and Warnings

- Read this entire manual carefully before beginning installation. Save these instructions.
- Use only Hunter replacement parts.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.
- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, use only the Hunter speed control supplied with this fan.

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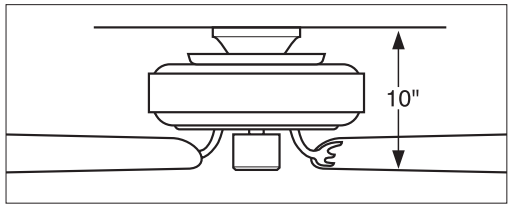
Understanding Mounting and Installer's Choice®

Hunter's patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways, depending on ceiling height and your preference: Low Profile, Standard, or Angle mounting. The steps in this manual include instructions for all three Installer's Choice mounting methods.

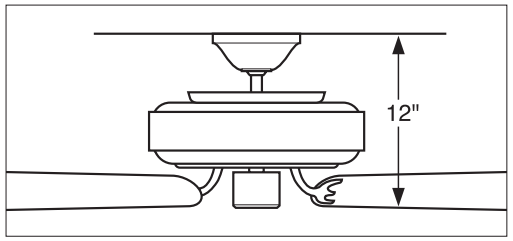
Considering Optional Accessories

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.

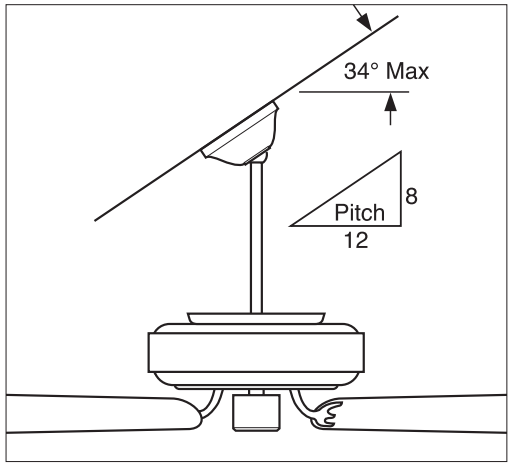
For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.



Low Profile Mounting fits close to the ceiling, recommended for ceilings less than 8 feet high



Standard Mounting hangs from the ceiling by a downrod (included), recommended for ceilings 8 feet or higher



Angle Mounting recommended for a vaulted or angled ceiling

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1 • Getting Ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

Gathering the Tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver (magnetic tip recommended)
- Phillips-head screwdriver (magnetic tip recommended)
- Wrench or pliers
- Ladder (height dependent upon installation site)

Installing Multiple Fans?
If you are installing more than one fan, keep the fan blades and blade irons (if applicable) in sets, as they were shipped.

Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Refer to the included Parts Guide. Check for any shipping damage to the motor or fan blades. If any parts are missing or damaged, contact your Hunter dealer or call Hunter Technical Support Department at 888-830-1326.

Preparing the Fan Site

Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

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2 • Installing the Ceiling Plate

⚠ **CAUTION:** To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

2-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be 9/64" in diameter.

For Angled Ceilings: Be sure to orient the ceiling plate so that the two tabs are pointing towards the ceiling peak.

2-2. Your fan comes with four preinstalled noise isolators. Check to make sure all four isolators are in place and were not removed during shipment.

2-3. Place a flat washer on each of the two 3" wood screws.

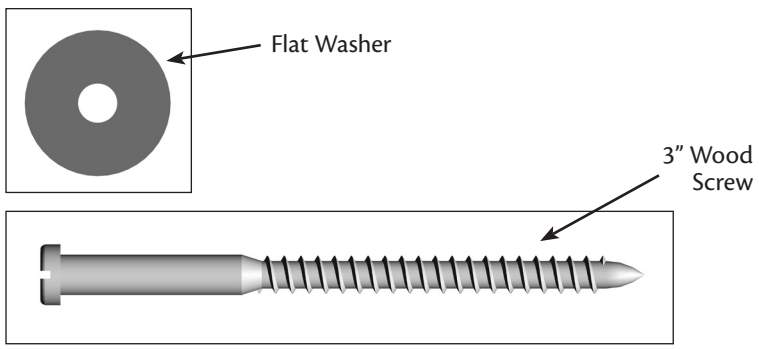
2-4. Thread the supply wires from the outlet box in the ceiling through the hole in the center of the ceiling plate.

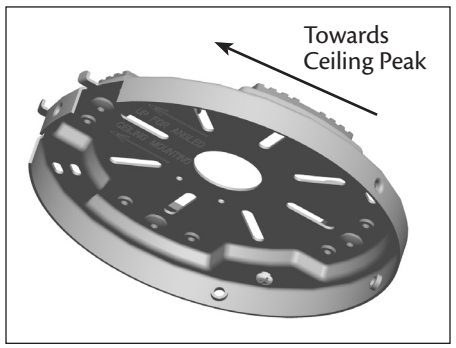
2-5. Align the slotted holes in the ceiling plate with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other.

Note: The isolators should be flush against the ceiling.

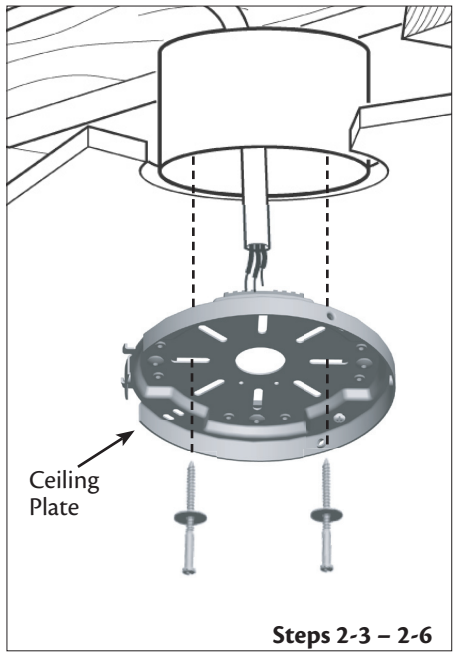
2-6. Pass the screws through the slotted holes in the ceiling plate into the pilot holes you drilled.

Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not over tighten.





For Angled Ceilings: Be sure to orient the ceiling plate so that the two tabs are pointing towards the ceiling peak.



Steps 2-3 – 2-6

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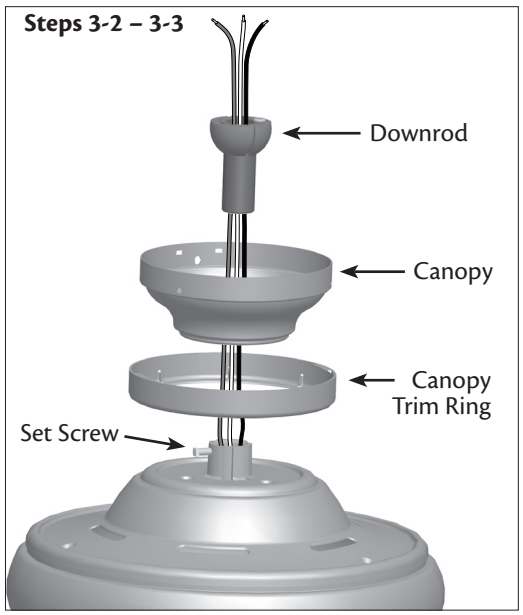
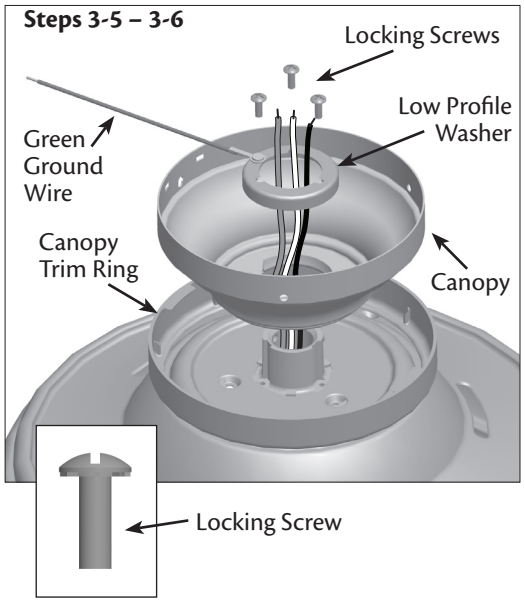
3 • Assembling the Fan

Standard or Angle Mounting



Low Profile Mounting



⚠ **WARNING:** Fan may fall if not assembled as directed in these installation instructions.

3-1. Unbundle the wires from the fan.

For Standard or Angle mounting:

3-2. Insert the downrod through the canopy and canopy trim ring. Feed the wires from the fan through the downrod on one side of the pin in the ball.

3-3. Loosen the square head set screw on the adapter to install the pipe and ball assembly. **Note:** When the pipe and ball assembly is fully installed, 2-3 threads on the pipe will still be visible; this is normal. Securely retighten the set screw with a wrench or pliers.

⚠ **CAUTION:** The adapter has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.

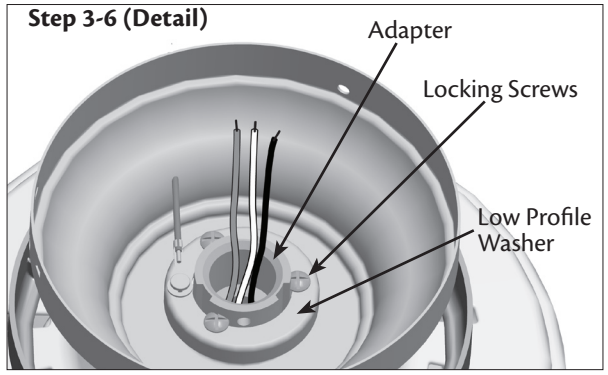
For Low Profile mounting:

Note: For low profile mounting, the downrod is replaced with the low profile washer.

3-4. Remove the set screw from the adapter.

3-5. Place the low profile washer into the canopy with the lip down.

3-6. Align the holes in the washer with the holes in the adapter. Assemble securely with three locking screws.

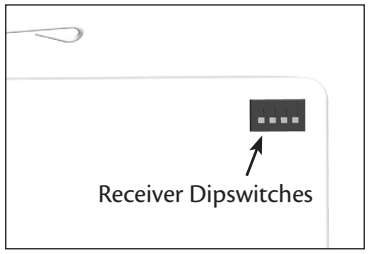


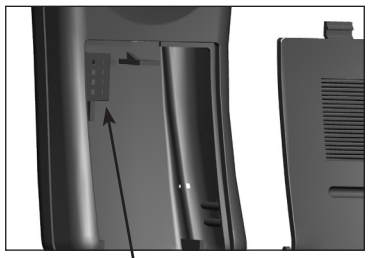
4 • Setting the Remote Transmitter and Receiver

Setting Dipswitches

When two or more fans are located near each other, you may desire to have the receiver/transmitter for each fan set to a different code, so that the operation of one fan does not affect the operation of the other fans.

The dipswitches for the receiver are located on the flat surface of the receiver. The dipswitches for the transmitter are in the the battery compartment.





4-1. **IMPORTANT!** Before you change the dipswitch settings, make sure the battery is not connected to the transmitter.

Change the position of the dipswitches in the remote transmitter and the receiver. Make sure that the dipswitches match in the remote receiver and transmitter. If they don't match, the transmitter will not function.

4-2. Install the included 9-volt battery into the transmitter.

⚠ **CAUTION:** The remote control device complies with part 15 of the FCC rules. Changes or modifications not expressly approved by Hunter Fan Company could void your authority to operate this equipment.

Operation is subject to the following two conditions:

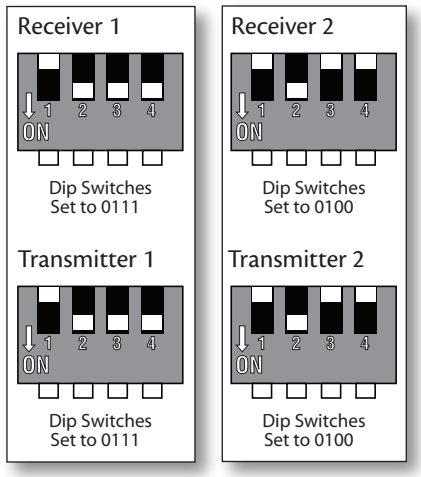
1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

⚠ **WARNING:** Use only the Hunter Fan speed control supplied with this fan.

4-3. Raise the fan and align the slots in the canopy with the hooks on the ceiling plate.

Note: To hang the fan, you must tilt the canopy to an almost vertical position so that the canopy slots sit on the ceiling plate hooks.

Example Dipswitch Settings



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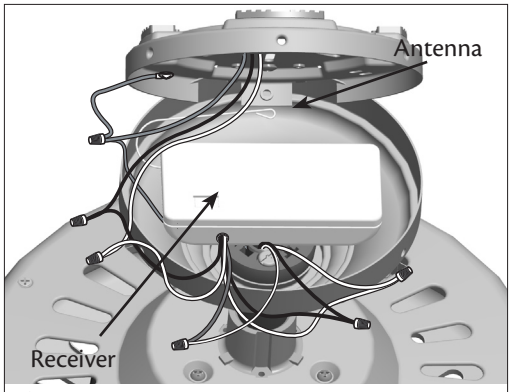
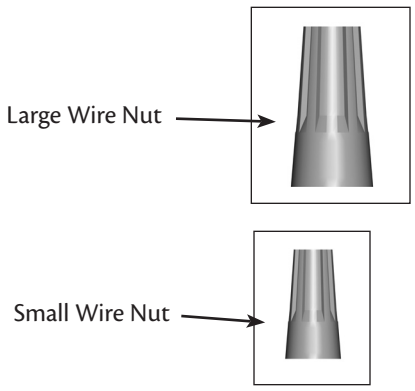
5 • Wiring the Fan



Steps 5-3 – 5-7



All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

5-1. Make sure the power is still off.

5-2. To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist clockwise until tight. For all these connections use the wire nuts provided.

> ⚠ **CAUTION:** Be sure no bare wire or wire strands are visible after making connections.

5-3. Using a large wire nut, connect the ground wire from the ceiling to the green ground wire from the ceiling plate and the green ground wire from the downrod.

5-4. Using the large wire nuts, connect the white wire and the black wire from the ceiling as follows:

- The white (common) power wire from the ceiling to the white wire from the receiver (marked on red tag "NEUTRAL IN")
- The black power wire from the ceiling to the black wire from the receiver (marked on red tag "LIVE IN")

5-5. Using the small wire nuts, connect the wires from the fan as follows:

- The black/white wire from the fan to the red wire from the receiver (marked on white tag "LIGHT OUT")
- The black wire from the fan to the black wire from the receiver (marked on white tag "FAN OUT")
- The white wire from the fan to the white wire from the receiver (marked on white tag "COMMON OUT")

5-6. Check each connection to make sure no bare wire or wire strands are visible. Push all wires and wire nuts, except for the white antenna wire from the receiver, back through the ceiling plate into the outlet box.

5-7. Position the receiver in the canopy so that the antenna is close to the edge of the ceiling plate for clear reception.

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6 • Installing the Canopy and Canopy Trim Ring

⚠ **WARNING:** Failure to complete the following steps could cause the fan to fall.

Note: It is recommended you use a magnetic tip screwdriver for the following steps.

6-1. Rotate the hanger ball so the tab in the canopy is secure in the hanger ball groove. **Note:** Your fan may have multiple tabs and grooves that must be aligned.

6-2. Swing the fan up to align the canopy screw holes with the mounting holes on the ceiling plate.

⚠ **WARNING:** The slots in the canopy must remain engaged while swinging the canopy for alignment.

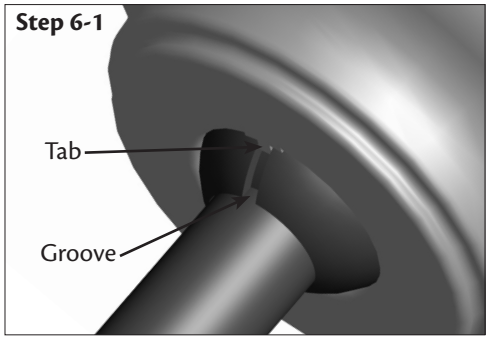
6-3. Holding the canopy up with the screw holes aligned, partially install two canopy screws into the holes opposite the ceiling plate tabs.

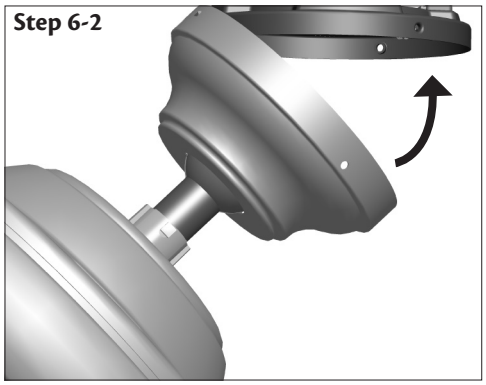
6-4. Partially install a canopy screw between the slots in the canopy. When all the holes are properly aligned, securely tighten all three canopy screws.

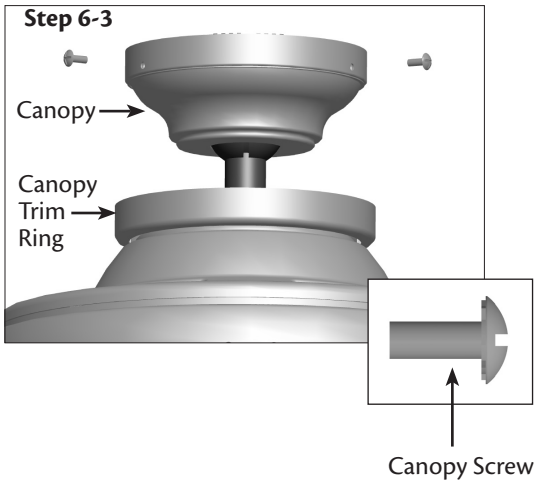
6-5. Verify that the tabs in the canopy are still in the grooves of the hanger ball.

6-6. Align the tabs on the trim ring opposite the grooves in the hanger ball. Using both hands, push the canopy trim ring up to the top of the canopy. The canopy trim ring will snap and lock into place.

Note: Should you need to remove the trim ring, press firmly on opposite sides of the trim ring directly above the groove in the hanger ball. The tabs will flex out releasing the canopy trim ring.







7 • Assembling the Blades

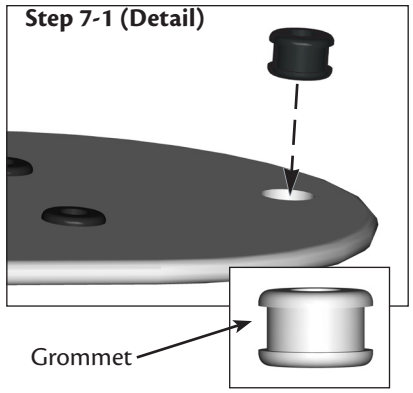
Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

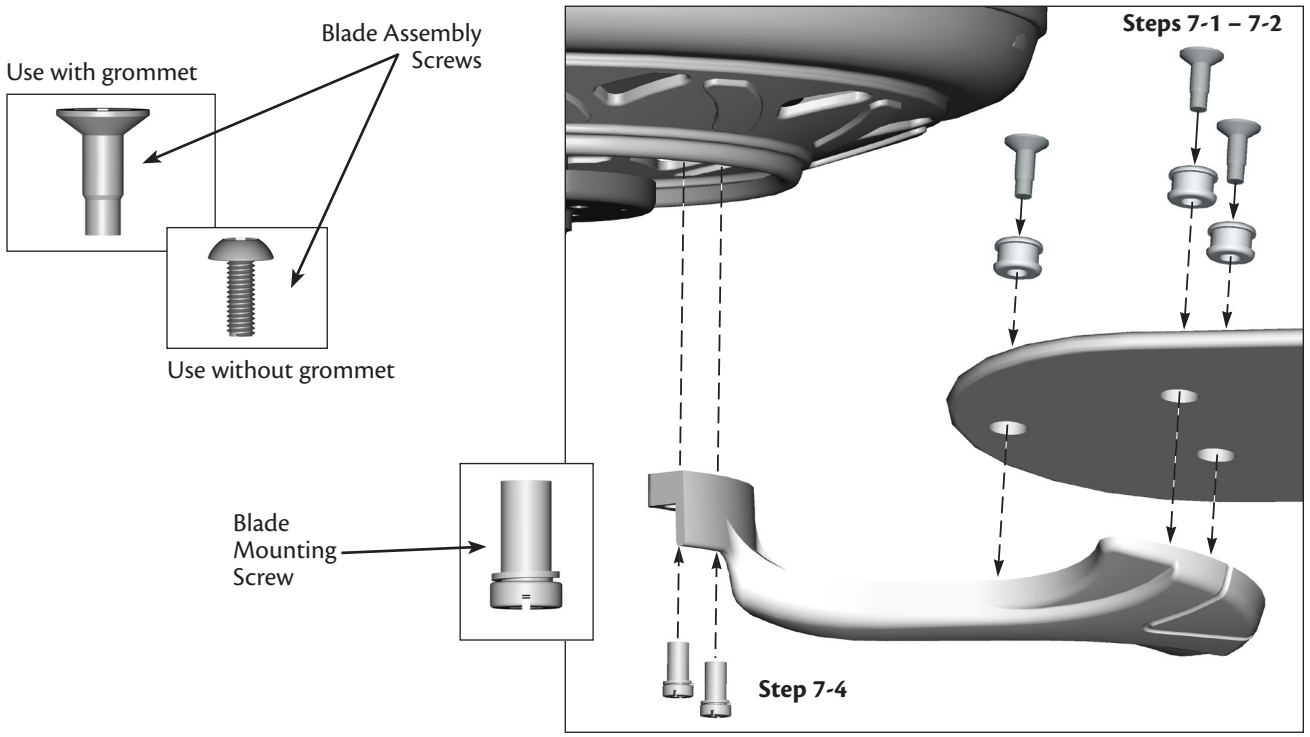
7-1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades.

7-2. Attach each blade to a blade iron using three blade assembly screws. If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.

7-3. Some blade mounting screws are installed in the motor to secure shipping blocks. Remove the blade mounting screws and rubber bumpers from the motor. Save the screws and discard the bumpers.

7-4. For each blade, insert one blade mounting screw through the blade iron, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.





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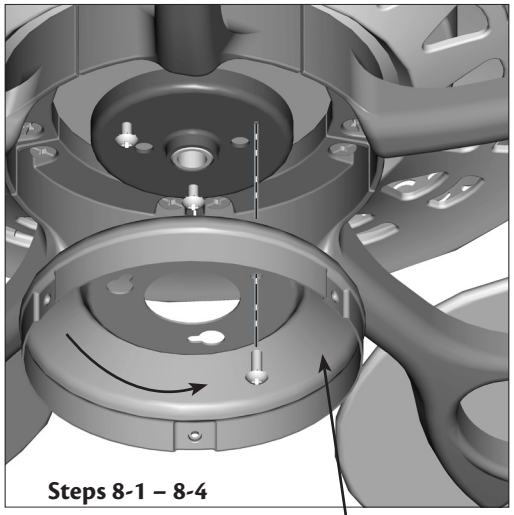
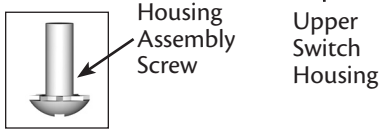
8 • Completing Your Installation With or Without a Light Fixture



Steps 8-1 – 8-4



Your Hunter fan comes with a switch housing assembly and an optional light fixture. This feature gives you the option of installing the fan with OR without the included light fixture. The steps below direct you whether or not you are installing a light fixture.

⚠ WARNING: Use only the light fixture supplied with this fan model.

8-1. To attach the upper switch housing, partially install two housing assembly screws into the switch housing mounting plate.

8-2. Feed the upper plug connector through the center opening of the housing.

8-3. Align the keyhole slots in the housing with the housing assembly screws.

8-4. Turn the housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots. Install the remaining housing assembly screw into the housing. Tighten all three screws firmly.

⚠ CAUTION: Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three assembly screws could result in the switch housing and light fixture falling.

8-5. If you want to install the light fixture, proceed with step 8-6 now.

If you do not want to install the light fixture, proceed with step 8-11 now.

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8 • Completing Your Installation With or Without a Light Fixture (Continued)

8-6. Push the plug button from inside the lower switch housing to remove the plug button and switch housing cap. Note: Save the plug button and switch housing cap should you choose to remove the light fixture in the future.

8-7. Feed the two wires from the light fixture through the center hole in the lower switch housing.

8-8. Screw the lower switch housing onto the threaded pipe from the light kit until tight.

8-9. Align the holes in the top of the light kit with the two holes in the lower switch housing. Install two screws, then secure the pipe by installing a nut and washer from inside the lower switch housing.

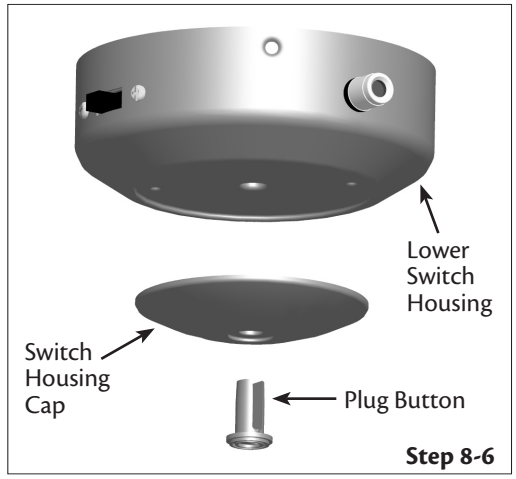
⚠ WARNING: Improper installation could cause the light fixture to fall.

8-10. Connect the black wire with a white stripe from the lower switch housing to the black wire from the light kit. Connect the white wire from the lower switch housing to the white wire from the light kit.

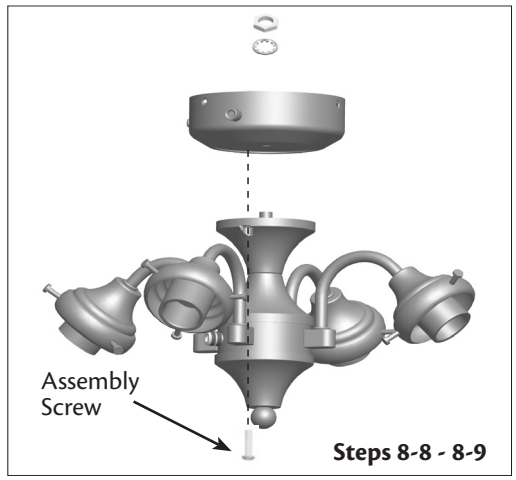
8-11. Connect the 9 pin plug connector from the lower switch housing to the 9 pin plug connector from the upper switch housing.

8-12. Install the lower switch housing to the upper switch housing.

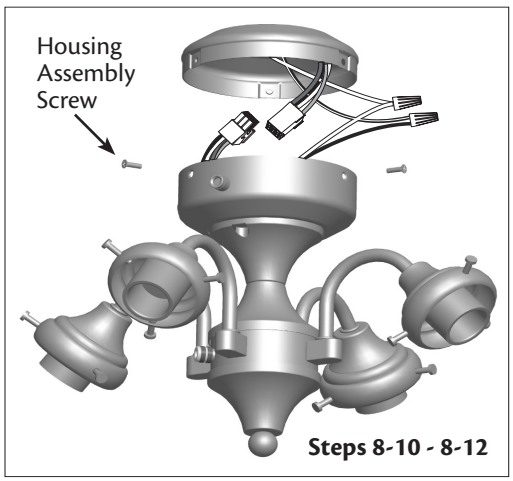
8-13. Install glass shades and candelabra bulbs (sold separately).



Step 8-6



Steps 8-8 - 8-9



Steps 8-10 - 8-12

9 • Operating the Remote Control and Mounting the Holder

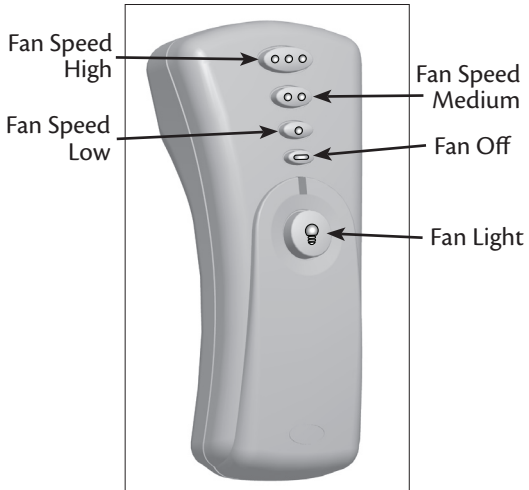
9-1. The remote has individual buttons for setting fan speed and light intensity. Refer to the figure on the right.

Note: For best operation, start the fan by pressing high, then select your desired speed.

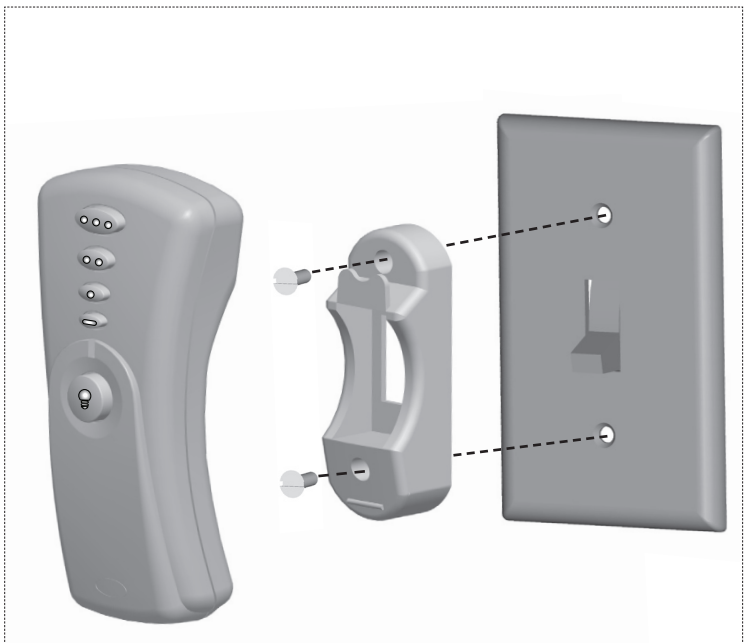
9-2. The light button turns the light on to full brightness. To dim the light, hold the light button until you reach your desired brightness. Push the light button again to turn off the light.

9-3. When necessary, replace the battery with a 9-volt alkaline battery.

9-4. You can mount the remote holder to any toggle switch plate with the screws already in the switch plate. Or, you can simply mount the remote holder on the wall.



Steps 9-1 – 9-2



Step 9-4

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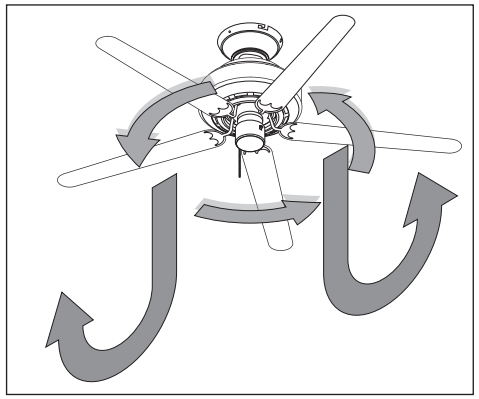
10 • Operating and Cleaning Your Ceiling Fan

10-1. Turn on electrical power to the fan.

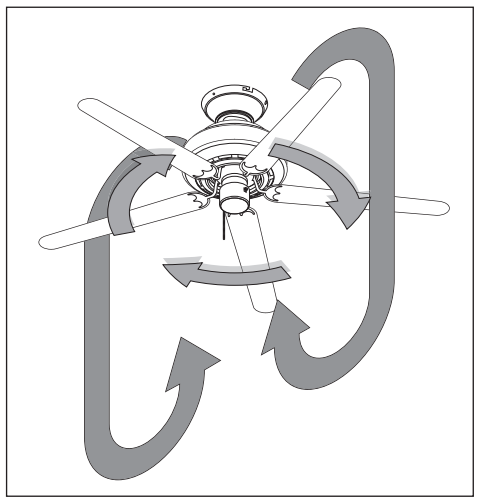
10-2. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In cold weather, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.

10-3. For cleaning finishes, use a soft brush or lint-free cloth to prevent scratching. A vacuum cleaner brush nozzle can remove heavier dust. Remove surface smudges or accumulated dirt and dust using a mild detergent and a slightly dampened cloth. You may use an artistic agent, but never abrasive cleaning agents as they will damage the finish.

10-4. Clean wood finish blades with a furniture polishing cloth. Occasionally, apply a light coat of furniture polish for added protection and beauty. Clean painted and high-gloss blades in the same manner as the fan finish.



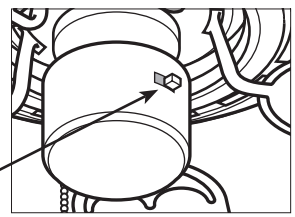
In warm weather, use downward air flow pattern



In cold weather, use upward air flow pattern

To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.



Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the wiring the fan section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly left or right to ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Tighten the blade screws until snug.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Change to an approved speed control.
5. Be sure that the glass is secure.
6. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade and/or blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our Web site at http://www.hunterfan.com.

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